



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CERE-AM (405-10f)

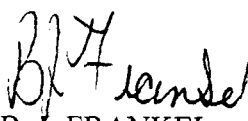
10 FEB 1998

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Real Estate Policy Guidance Letter No. 13 -- Ensuring Year 2000 Compliance of Leased Building Systems and Equipment

1. As 1 January 2000 approaches, we are aware of the need to identify and correct any Year 2000 date-related problems in computer-controlled building systems and equipment provided by lessors, e.g., fire alarms, security systems, elevator controls, and HVAC systems. A lot of computer systems use a 2-digit dating system which assumes that 1 and 9 are the first two digits of the year. For instance, on 1 January 2000, the digits 00 would be read as 1900 on uncorrected software and the system might stop functioning.
2. We are satisfied that our landlords are responsible in each case for seeing to it that their building systems and equipment are Year 2000 compliant. GSA is leading a government-wide effort to identify and correct the date-related problems noted above. Attached is a draft letter similar to one which GSA has mailed to all their lessors. Modifying this example as appropriate, please mail a letter to all your lessors for non-GSA leases due to expire after 1 January 2000 notifying them of potential problems and requesting that each provide written confirmation of Year 2000 compliance of their building systems and equipment by 1 May 1998.
3. Also attached is GSA-recommended language to be included in any new leases.

Encls


B. J. FRANKEL
Director of Real Estate

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10 FEB 1998

SUBJECT: Real Estate Policy Guidance Letter No. 13 -- Ensuring Year 2000 Compliance of
Leased Building Systems and Equipment

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Year 2000 Compliance Clauses for Solicitation for Offers

GSA developed the following Year 2000 compliance clauses for inclusion in the Solicitation for Offers (SFO) for acquisition of leased space. The intent of these clauses is to preclude acquisition of leased space which contains equipment prone to fail on January 1, 2000.

6.0 MECHANICAL, ELECTRICAL, PLUMBING

6.1 MECHANICAL, ELECTRICAL, PLUMBING: GENERAL

The Lessor shall provide and operate all building equipment and systems in accordance with applicable technical publications, manuals, and standard procedures. Mains, lines, and meters for utilities shall be provided by the Lessor. Exposed ducts, piping, and conduits are not permitted in office space.

6.2 MECHANICAL, ELECTRICAL, PLUMBING: YEAR 2000 COMPLIANCE (MONTH 1997)

(a) The Lessor shall ensure that all computer controlled facility components are Year 2000 compliant prior to acceptance of the space for occupancy by the Government. The Lessor must verify compliance by physical testing and/or written confirmation from the component and/or systems manufacturer.

"Computer controlled facility components" refers to software driven technology and embedded microchip technology. This includes, but is not limited to, programmable thermostats, HVAC controllers, auxiliary elevator controllers, utility monitoring and control systems, fire detection and suppression systems, alarms, security systems and any other facilities control systems utilizing microcomputer, minicomputer, or programmable logic controllers.

"Year 2000 compliant" means computer controlled facility components that accurately process date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations.

- Upon completion of repair/replacement to effect year 2000 compliance, the Lessor shall verify compliance by physical testing and/or written confirmation from the component and/or systems manufacturer and advise the Government that such replacement components have been verified as compliant.

[Return to Facilities Section on Home Page](#)

Encl 2